



COURT LEGAL PROCESS CLERK I/II

Salary Range: \$14.21/hr-\$19.43/hr.
Full-Time (37.5 hours/week)

Final Filing Date: Ongoing
Full Benefit Package

Position Summary:

Court Legal Process Clerk I is the entry level position in this Court Office support classification series; initially under close supervision, an incumbent in this class learns general office knowledge and specific Court policies and procedures. Court Legal Process Clerk II is the journey level position in this Court Office support classification series. An incumbent in this classification is fully competent to independently perform a variety of complex and detailed office and court support duties with minimum supervision and to exercise sound judgement in applying legal codes, court procedures and policies.

Example of Essential Duties:

(This is not an all inclusive list, but rather a representative sample of duties). A Legal Process Clerk is to receive and examine legal documents for completeness and conformity to the requirements, certify and/or file documents. Provide the public with information regarding Court procedures, answer inquiries, explain legal filing processes, assist individuals in locating material and information. The employee will verify, enter, retrieve, correct, and update information in manual or automated record-keeping systems. At the direction of the judge, prepare and issue legal orders such as warrants, writs, and other official documents on behalf of the Court. Accept payment of fines and fees, issue receipts and balance cash drawers.

Education and Experience:

Equivalent to the completion of a general high school curriculum, inclusive of use of standard office equipment and a working knowledge of computer software systems. Possession of a valid CA driver's license may be required.

Knowledge, Skills and Abilities:

Ability to quickly and accurately operate standard office equipment; including: typewriter, computer terminal, copy reproduction or facsimile machine, calculator and telephone. Correct use of the English language including spelling, punctuation, and grammar are required. Candidate must be able to understand and follow oral and written instructions; be patient, tactful and courteous when dealing with Judges and officers of the Court, the public and co-workers. Ideal candidate would have some knowledge of legal terminology, concepts, and technical Court procedures. Must be able to multi-task; organize and maintain accurate files and records.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer

The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodations to qualified individuals with disabilities in compliance with state and federal law.

THE EMPLOYMENT PROCESS

How to Apply: The job announcement and application packet may be obtained **in person, at HR@humboldtcourt.ca.gov or website at www.humboldt.courts.ca.gov.**

Application: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application. Incomplete applications will be rejected.

Examination: Applicants meeting minimum qualifications will be invited to participate in the examination process.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Condition of Employment: Candidates selected are required to pass a LiveScan background test before an official job offer can be made.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 1040 hours of satisfactory service.

EMPLOYEE BENEFITS

- Vacation: 12 days per year, increases with longevity
- Paid Holidays: 13 + 2 personal holidays and 2 floating holidays
- Health plans: choice of CalPers Health Insurance Plans
- California Public Employees' Retirement System (CalPers)
- Dental plan
- Vision plan
- Sick Leave: 12 days annually
- Family Sick Leave: 5 days annually
- Bereavement Leave
- Term Life insurance: Court provided coverage of \$25,000 life/\$25,000 AD&D
- *Supplemental life coverage available*
- Flexible Spending Account Plan (FSA) for medical/dependent care expenses (pre-tax)
- 457(b) Deferred Compensation Plan (pre-tax)
- Employee Assistance Plan

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE.